



## Supplier Additional Address / Change Address

Additional Address

Change Address

### Section 1 - Provide Supplier Information

Legal Business or Individual Name:  
*(Must match W-9 or W-8 Form)* \_\_\_\_\_

Business Name, Trade Name, Doing Business As:  
*(If different than above)* \_\_\_\_\_

Federal Employer ID (EIN) or Social Security Number (SSN):

### Section 2 - Existing Address / Old Address

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Section 3 - Additional Address / New Remit To Address

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section 4 - Additional Addresses** (optional - if more than 2 addresses, please include on a separate sheet)

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Section 5 - Sign and Date**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: Carly Suider Date: 9 / 3 / 2021

Hand written signatures are required.  
Please print, sign, and then fax or scan & email

All sections must be completed (unless labeled as optional) or the form will not be processed. Incomplete forms will be returned.  
All information must be legible. Ensure this is the latest version of the form at [www.Supplier.OBM.Ohio.Gov](http://www.Supplier.OBM.Ohio.Gov)

**Submit to one of the following:**

Email: [Supplier@Ohio.Gov](mailto:Supplier@Ohio.Gov)  
Fax: 1-614-485-1052  
Mail: Ohio Shared Services  
Attn: Supplier Operations  
P.O. Box 182880 Cols., OH 43218-2880

**Questions? Need Help? Please Contact:**

Phone: 1-877-OHIO-SS1 (1-877-644-6771)  
1-614-338-4781  
Website: [www.Supplier.OBM.Ohio.Gov](http://www.Supplier.OBM.Ohio.Gov)  
Email: [Supplier@Ohio.Gov](mailto:Supplier@Ohio.Gov)

**NOTE:** This document contains sensitive information. Sending via non-secure channels, including email and fax, can be a potential security risk.  
Pursuant to 26 USC 6109, the state is required to collect TIN / EIN / SSN and to use the numbers in its annual report to the IRS on the amount the state has paid each supplier.